

**UNIFIED SAN DIEGO COUNTY
EMERGENCY SERVICES ORGANIZATION
OPERATIONAL AREA EMERGENCY PLAN**

ANNEX K

LOGISTICS

March 2000

UNIFIED SAN DIEGO COUNTY EMERGENCY SERVICES ORGANIZATION

ANNEX K

LOGISTICS

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UNIFIED SAN DIEGO COUNTY EMERGENCY SERVICES ORGANIZATION

ANNEX K

LOGISTICS

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ANNEX K

LOGISTICS

I. GENERAL

The Logistics Annex to the Operational Area Emergency Plan introduces the basic concepts, policies and procedures for providing and/or coordinating the provision of services, personnel, equipment and supplies to support operations associated with natural disasters and technological perils and incidents, within the San Diego County Operational Area. It describes the governmental organizations responsible for providing such logistics (supply/procurement, personnel, transportation, and utilities) and the elements of the private sector that normally offer commodities and services. The Unified Disaster Council of the Unified San Diego County Emergency Services Organization and the Unified San Diego County Emergency Services Agreement between and among the County of San Diego and the cities in the County, provide for a county-wide emergency services program, and support the Standardized Emergency Management System (SEMS).

This Annex is intended to be a model for the county, cities and special districts to use in their emergency plans, with the realization that a city or special district may not have the personnel to fill all of the positions that will be filled at the Operational Area level.

A. Objectives

The overall objectives of logistics operations are to:

1. Implement emergency logistics functions through pre-designated assignments from the Management group.
2. Procure and allocate essential resources (personnel, services and material) to support emergency operations.
3. Oversee the distribution and inventory of food stocks and other essential supplies for emergency subsistence.
4. Procure and allocate required transportation, fuel and like-equipment resources.
5. Maintain communications systems, potable water systems, electrical, sanitation, and other utility systems and services. If required, coordinate the emergency restoration of disrupted private services with public utilities.
6. Acquire supplies for care and shelter facilities, multipurpose staging areas and fixed or mobile clinical and medical facilities.
7. Establish control of resources in a manner compatible with the Operational Area Emergency Plan, under the direction or coordination of the County Chief Administrative Officer (CAO) through the Emergency Operations Center (EOC) staff.

8. Provide accountability of resources requested and expended for emergency and disaster events.

B. Activation and Termination

Activation and termination of this Annex occurs at the direction of the County's Chief Administrative Officer (CAO), as the Operational Area Coordinator of the Unified San Diego County Emergency Services Organization, the City Manager, the Assistant CAO, Assistant City Manager, Deputy CAO, the Director, Office of Disaster Preparedness (ODP) or a designated representative may activate and/or terminate EOC activities.

Activation of this Annex at the Operational Area Level normally occurs based on notification by ODP that the scope of an emergency will exceed the area's resources; a disaster which by its nature or severity automatically initiates activation of the Plan; and/or a public or media announcement that a disaster has occurred and that all personnel are to report to their disaster assignments.

Deactivation is normally accomplished by a phase-down procedure and return to normal, pre-disaster operations. Logistics operations then revert to activities for reconstituting local government activities, as needed and as directed by the Unified Disaster Council in accordance with standing policies and unified agreements.

C. Concept of Operations

1. This Annex applies primarily to major or potentially life-threatening or property loss situations which can result in demands upon the Unified Organization that exceed the capabilities of local resources, and possibly the Operational Area's resources.

Detailed operational concepts and emergency actions associated with various types of emergencies are provided in Appendix K, Hazard Specific Checklists. Listings of local suppliers/providers of resources, support, and services are provided in the Operational Area Resources Directory.

2. Policies and procedures for the various logistics functions during emergencies are provided below.

Counties, Cities and Special Districts are responsible for the receipt and local distribution of vital resources and the implementation of control procedures, to ensure that basic human needs are met. They also use locally prescribed procurement, contracting, and claim procedures, in order that documentation required for the ultimate payment of emergency costs can be accomplished and incurred expenses can be reimbursed.

3. Levels of Response

Three levels of emergency response have been established, based on the severity of the situation. See the Basic Plan for a description of the three levels.

II. ORGANIZATION AND RESPONSIBILITIES

The organization described in this Annex covers all levels of disaster management from the cities and Special Districts to the county-operated Operational Area EOC, to the state and federal level. The Basic Plan networks all agencies involved in support of the emergency with their respective roles, to provide for an effective emergency response system to handle all types of disasters.

A. Operational Area - San Diego County

The San Diego County Chief Administrative Officer (CAO) coordinates the Emergency Services Organization and the County emergency management program. In a disaster located entirely within the County unincorporated area, the CAO directs emergency services and operations. In a disaster involving one or more jurisdictions, or special districts, the CAO serves as Coordinator. The CAO leads the Management Group. The Operational Area Logistics Coordinator in the Operational Area EOC serves at the direction of the CAO.

The Operational Area Logistics Coordinator has the overall responsibility for coordinating county-wide Logistics operations and provides relevant information and submits all requests for support to other jurisdictions in the Operational Area, or to the Regional Logistics Coordinator at State OES in Los Alamitos.

B. Mutual Aid Region

The Mutual Aid Region Logistics Coordinators, who function under the direction of the State Office of Emergency Services (OES) Regional Administrator, are selected by representatives of the designated state agencies and are responsible for coordinating appropriate resources and/or support activities. (Assignments depend on regional availability of State agency representatives.) The Coordinators have the overall responsibility for coordinating operations within their areas. All relevant information and requests for support are submitted to the appropriate State Resource Coordinators.

C. State

The State Office of Emergency Services Director, or a designated representative, has overall responsibility for coordinating state-wide Logistics operations and requirements.

D. Federal

During emergencies, certain federal agencies can provide Logistics to state and local governments under separate statutory authorities. Following a Presidential declaration of an Emergency or Major Disaster, assistance provided by federal agencies is coordinated by the designated Federal Coordinating Officer.

E. Private Sector

1. Transportation Industries

Transportation industries function under their own management and operate their

systems and facilities to provide the maximum possible service within their capabilities and to fill essential needs as specified by federal, state, and local government authorities. This includes responsibility for continuity of management, protection of personnel and facilities, conservation of supplies, restoration of damaged lines and terminals, rerouting, expansion or improvement of operations, and the securing of necessary personnel, materials, and services. The Board of Supervisors has signed a Memorandum of Understanding with the National Defense Transportation Association to implement the above.

2. Utility Companies

The utility companies, in mutual support of each other and the state and local governments, have provided a representative working in State OES to manage its Utilities Division. The Division has developed the State of California Utilities Emergency Plan, which provides for electric, gas, and water coordinators at the Mutual Aid Region and State levels. The Coordinators, who are representatives of the various utility organizations, provide a channel for mutual aid and other support as required. The Utilities Emergency Plan will be utilized during major emergencies. Additionally, the local utilities have assigned positions, telephones and radio communications links within the Operational Area EOC.

F. Emergency Operations Center (EOC)

The primary Operational Area/County EOC is located at 5555 Overland Avenue, County Operations Center, Kearny Mesa area, San Diego, and is used as the central point for managing resources, acquisitions, supporting services and allocations. Emergency operations are normally directed or coordinated from the EOC. Whenever a jurisdiction or special district within the Operational Area activates their EOC, the Operational Area EOC will be activated and staffed to the degree necessary to provide coordination. The Chief Administrative Officer (CAO) of the County serves as Coordinator of the Unified San Diego County Emergency Services Organization for the Operational Area.

III. THE LOGISTICS SECTION - ORGANIZATION AND RESPONSIBILITIES

The Logistics Section coordinates the procurement and provision of emergency resources for the Operational Area. It is one of five functional sections that is operational when the Operational Area EOC is fully activated. It is staffed by a Section Chief and pre-designated emergency personnel, and may be augmented by representatives from private industry, military and charitable organizations. This section also provides additional advisors to the CAO, who provide expert advice on resource allocation, distribution, priorities, expenditures and related logistical matters.

A. Logistics Section Chief (Deputy Director, Department of Purchasing and Contracting)

The Logistics Section Chief (Deputy Director, Purchasing and Contracting, Division of General Services or designee) is responsible for the Logistics Section; serves as a member of the Management Group; and is responsible for providing facilities, services and material in support of an emergency or disaster. The Logistics Section Chief participates in the development of the EOC Action Plan. This Section Chief activates and supervises the various

branches and subordinate units of the Logistics Section during EOC operations. He/she has the overall responsibility for coordinating Operational Area Logistics operations and provides information and submits requests for support to the Mutual Aid Region Logistics Coordinator and to the State.

When the size of the emergency warrants, the Logistics Section Chief activates and supervises the Branches and Units within the Logistics Section. These include Procurement, Material, and Facilities.

B. Purchasing, Procurement and Contracts Branch

The Purchasing, Procurement and Contracts Branch is responsible for administering purchases, requisitions, contracts and funding allocations, including cost-sharing agreements between functional organizations (special districts, cities and/or county departments). The Designee of the Deputy Director of Purchasing and Contracting Division serves as the head of this Branch.

Included among the Procurement Branch Director's responsibilities are:

1. Purchase requisition control and recording
2. Purchase order control and recording
3. Inter-governmental purchasing control actions
4. Emergency purchasing procedures/instructions
5. Emergency purchasing administration for unified and mutual aid actions
6. Contract, credit card and purchase bidding control
7. Cost/price data processing
8. Claims and negotiations
9. Special purchasing drafts, exchanges and lending control
10. Fiscal and financial estimating
11. Cost-price estimating

Supply Unit

The Supply Unit Leader, if appointed, works under the Procurement Branch Director, and is responsible for ordering or requisitioning equipment, supplies and services; receiving, storing provisions, supplies and equipment to support emergency and EOC operations; and managing its inventories.

C. Material Support Branch

The Material Support Branch, when activated, is led by the Director of Public Works or designee and is under the direction of the Logistics Section Chief. He/she is responsible for the development and implementation of logistics plans to support the provisions and functions during the emergency named under the Emergency Management Annex (Annex A). The Support Branch Director manages essential equipment and material to assure efficient operation of the emergency. At the request of the Procurement Branch he/she functions in the distribution and servicing of essential material, including utilities and potable water, logistical communications, fuels, transportation, and conveyance equipment, expendable supplies, and the acquisition of both skilled and unskilled personnel to meet labor force demands.

Transportation Unit

The Transportation Unit Leader is a member of the Public Works Department, and is responsible for the transportation of personnel, equipment, supplies and subsistence stocks and the transportation of fuels, energy systems and equipment for emergency operations. In collaboration with the Operational Area Coordinator for Traffic and Route Recovery, the Leader of the Branch is also responsible for transportation routing and scheduling and the work assignments for transportation support during EOC operations.

Transportation Equipment Manager

The Transportation Equipment Manager is responsible for the direct servicing, repair, and fueling of all transportation apparatus and equipment, as well as, providing special transportation and support vehicle services and maintaining records of transportation equipment use and service.

D. Telecommunications Branch

The Telecommunications Branch is made up of two separate agencies. Radio communications are part of the Sheriff's Communications Division Wireless Services Unit. All repairs to wireless systems are handled by them. Computers and data services are handled by contract with Computer Sciences Corporation.

Telecommunications Unit Leader

The Manager or his designee of the Sheriff's Communications Wireless Services Unit is the Telecommunications Unit Leader. The Telecommunications Unit Leader is responsible for providing and maintaining radio and wireless data communications in support of ongoing operations. During emergencies, the Telecommunications Unit Leader is responsible for restoring failed communications links, and for providing additional communications services as required to facilitate recovery efforts.

E. Personnel Branch

The Personnel Branch, if activated, is led by the Director of the Department of Human Resources or designee and is responsible for registering labor forces, insuring them under the appropriate workers compensation agreements, and keeping employment records. All Non-Governmental volunteers should be registered as Disaster Service Workers by the Office of Disaster Preparedness. The Office of Disaster Preparedness also maintains a file of about 2500 registered Disaster Service Workers.

F. Facilities Branch

The Facilities Branch is responsible for the activation and maintenance of facilities that are utilized during emergency operations. The Facilities Director is the Director of General Services or designee, who ensures that proper sheltering, housing and personal sanitation facilities are maintained for emergency operations facilities, including the EOC. The Facility Director or staff will also be responsible for activating, and operating a commissary for EOC operations personnel.

Security Unit

The Security Unit, a part of the Facilities Branch is responsible for safeguards at those facilities operated by the County/City/Special District in response to the emergency, to protect personnel and property from injury, damage or loss.

Subsistence Unit

The Subsistence Unit Leader is responsible for determining the requirements and coordinating the acquisition, daily distribution, security, and protection of all subsistence inventories, including food stocks and food preparation services. Rationing is also included, if ordered by the appropriate authority, as well as food and water inventories for EOC and emergency operations.

Ordering Manager

The Ordering Manager, if appointed, is responsible to the unit for placing requests for labor, equipment and supplies for EOC and emergency operations, as required to support Facilities Branch needs.

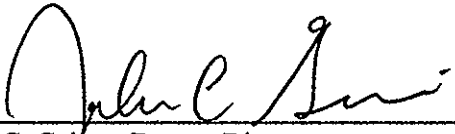
Receiving and Distribution Manager

The Receiving and Distribution Manager, if appointed, is responsible to the unit for receiving, inspecting and distributing equipment and supplies for EOC and emergency operations.

G. Finance/Administration Branch

The Finance/Administration section is responsible for all finance, emergency funding, and cost accountability functions for EOC operations and for supervising branch functions providing financial and contracting services. This section is led by the County Chief Financial Officer or designee. For additional information on this section, refer to Annex A.

AUTHENTICATION:



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4-28-00
Date

FIGURE 1
LOGISTICS BRANCHES

Logistics Section

- Purchasing, Procurement & Contracts Branch
- Material Support Branch
- Telecommunications Branch
- Personnel Branch
- Facilities Branch
- Finance/Administration Branch

ATTACHMENT A

STATE RESOURCES AND CAPABILITIES

The state agencies listed below have varied capabilities and responsibilities for providing, or coordinating the provision of, Logistics services:

1. Supply/Procurement

Principal: Department of General Services (Office of Procurement)

Food

Principal: Department of Food and Agriculture

Support: Department of Fish and Game

Fuel

Principal: Energy Commission

Support: Department of Conservation

2. Personnel

Principal: Employment Development Department

Support: Departments of Correction, Education, and Forestry; Military Department; Personnel Board; California Youth Authority; University of California; Community Colleges

3. Transportation

Principal: Department of Transportation

Support: California Highway Patrol; California Maritime Academy; Department of General Services (Fleet Administration Division), Motor Vehicles, Transportation, Boating and Waterways; Military Department; Public Utilities Commission

4. Utilities

Principal: Office of Emergency Services (Utilities Division)

Support: Energy Commission; Department of Water Resources; Public Utilities Commission

APPENDIX K-1

LOGISTICS

EMERGENCY ACTION CHECKLIST

RESPONSE TO A MAJOR EARTHQUAKE

Action

Responsibility

IF LITTLE OR NO DAMAGE IS REPORTED, PREPARE TO SUPPORT MORE HEAVILY DAMAGED JURISDICTIONS.

IF EXTENSIVE DAMAGE IS REPORTED, TAKE THE FOLLOWING ACTIONS AS APPROPRIATE.

Mobilize Logistics and Finance/Administration Section personnel.	Material
Report resources and supplies (according to established priorities).	Procurement/Material/ Subsistence.
Coordinate transportation resources required for:	Transportation/Subsistence
<ul style="list-style-type: none"> - Transporting casualties - Evacuating persons - Transporting supplies, equipment, and personnel - Transporting potable water 	
Coordinate the acquisition of medical supplies for Casualty Collection Points, hospitals, and first aid stations.	Procurement/Material
Coordinate distribution of water, food, and other consumables.	Transportation/Subsistence
Coordinate with providers of utilities for restoration of telephone, water, gas and electric power for essential facilities, if necessary.	Procurement/Facilities
Acquire and install chemical toilets at key facilities and mass care facilities as needed.	Procurement/Facilities

Logistics
Earthquake Response

Action

Responsibility

Coordinate with providers of utilities to close down or isolate damaged sewage disposal systems and water delivery systems.

Procurement/Facilities

Coordinate with the Fire and Rescue Coordinator on provision of additional resources of water for firefighting.

Procurement/Facilities

Provide emergency power and power generating equipment where needed.

Procurement/Facilities

Participate in emergency plans for the restoration of damaged water, gas, electric, sewage, or other systems in the jurisdiction.

Facilities

Procure, allocate and assign personnel and material resources required to support local emergency operations.

Procurement/Material

Initiate request for resources assistance from OES.

ODP/Sheriff/Area Fire
Coordinator

APPENDIX K-2

LOGISTICS EMERGENCY ACTION CHECKLIST RESPONSE TO HAZARDOUS MATERIAL INCIDENT

Action

Responsibility

Participate with Scene Coordinator to estimate/determine emergency resource and support requirements.

Logistics Chief

Mobilize Resources, Finance and Support Section personnel, as required.

Material

Coordinate transportation resources, if required, for:

Transportation/Subsistence

- Transporting casualties
- Evacuating persons
- Transporting supplies, equipment, and personnel
- Transporting water and fueling stocks

Coordinate with utilities to close down and to isolate contaminated sewage disposal and water delivery systems.

Facilities

Assist with other agencies in transporting requested supplies and equipment to feed and shelter disaster victims.

Transportation

Ensure that operations personnel have adequate protective clothing for operations in hazardous areas.

Material

Initiate request for assistance from the OES Mutual Aid Region Logistics Coordinator, as required.

ODP/Sheriff/Area Fire Coordinator

APPENDIX K-3

LOGISTICS EMERGENCY ACTION CHECKLIST RESPONSE TO IMMINENT/ACTUAL FLOODING

FLOODING EXPECTED

<u>Action</u>	<u>Responsibility</u>
Place Logistics, Finance/Administration personnel on standby.	Material
Dispatch teams for sandbagging operations.	Facilities
Activate staging area, if required.	Resources
Provide, maintain and test communications assets for a reporting system.	Telecommunications
Assist construction and engineering operations for the procurement and stockpiling of sandbags.	Procurement/Facilities
Initiate volunteer flood control recruitment, if needed.	Material
Coordinate transportation resources, if required, for: <ul style="list-style-type: none">- Evacuating persons- Transporting equipment, supplies, and personnel	Transportation

FLOODING OCCURS

Coordinate with providers of utilities to redistribute or turn off services to evacuated areas.	Procurement/Facilities
Coordinate with the Care and Shelter Coordinator, locations of mass care facilities and prepare to support each facility.	Resources
Determine material needs and stockpile essential items in accessible areas not subject to flooding.	Procurement/Material
Establish and maintain a storage depot for potable water and dispatch tank trucks to transport it.	Material

Flood Response

Action

Responsibility

Coordinate with sewage lines and treatment facilities on potential flood control by effluent escapes.

Facilities

Assist Area Movement Coordinator in moving resources and supplies from flood prone areas.

Logistics

Provide emergency power and power generating equipment for essential facilities and conducting emergency operations.

Procurement/Facilities

Initiate request for resources assistance from the OES Mutual Aid Region, as required

ODP/ Sheriff/Area Fire Coordinator

Provide and assign personnel and resources to continue sandbagging operations.

Personnel/Material

Support mass care facility operations.

Resources/Subsistence

Continue to coordinate transportation resources.

Transportation

Participate in emergency plans for the restoration of damaged water, gas, electric, sewage, or other systems.

Facilities

Procure and allocate essential personnel and material resources required to support local emergency operations.

Personnel/Procurement/
Material

APPENDIX K-4

LOGISTICS EMERGENCY ACTION CHECKLIST RESPONSE TO IMMINENT/ACTUAL DAM FAILURE

DAM FAILURE IMMINENT

Action

Responsibility

Place Resources, Finance and Support
Section personnel on standby.

Material

Coordinate with Area Movement Coordinator
for transportation resources for evacuating persons.

Transportation

Provide, maintain and test communications
assets for a reporting system.

Telecommunications

Coordinate with providers of utilities turn-off
services in evacuated areas.

Facilities

Obtain locations of mass care facilities from
the Care and Shelter Coordinator.

Resources

Assist in supporting each care and shelter facility.

Facilities/Subsistence

Stockpile essential resource items outside
inundation areas.

Resources

Establish and maintain a storage depot(s) for
potable water and tank trucks.

Facilities/Subsistence

Coordinate with sewage lines and treatment
facilities on potential flood control by
effluent escapes.

Facilities

Assist Area Movement Coordinator in
moving resources and supplies outside
inundation areas.

Resources

Provide emergency power and power generating
equipment for essential facilities and other emergency
operations.

Procurement/Facilities

Logistics
Dam Failure Response

Action

Responsibility

Assist Construction and Engineering in the procurement and stockpiling of sandbags.

Procurement/Logistics

Initiate volunteer recruitment, if needed.

Material

Initiate request for resource assistance from the OES Mutual Aid Region, as required.

ODP/SO/Area Fire
Coordinator

Coordinate with Area Movement Coordinator for transportation resources to assist in evacuation operations, as feasible.

Transportation

DAM FAILURE OCCURS

Provide personnel and resources to assist in flood fighting and clean-up operations.

Material

Support mass care facility operations.

Facilities/Subsistence

Assist in transporting casualties to medical facilities under direction of Health Services Director.

Resources

Activate emergency plans for the restoration of damaged water, gas, electric, sewage, or other systems in the jurisdiction.

Facilities

Obtain and allocate personnel and material required to support local emergency operations.

Material

Initiate request for resource assistance from the OES Mutual Aid Region, as required.

ODP/SO/Area Fire
Coordinator